

# CITY OF DELTONA

CITY MANAGER'S OFFICE

---

To: Deltona City Commission  
From: Faith G. Miller, City Manager  
Subject: Weekly Courtesy Report  
Date: August 12, 2011

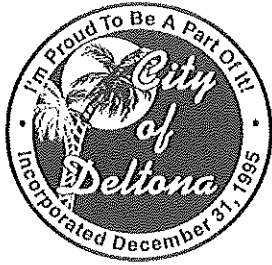
## **New City of Deltona Website:**

On May 16, 2011 the City Commission approved the contract for a new website through e-City Services, LLC. As part of the contract, Staff and e-City Services have been working diligently over the past few months to produce a "duplicate" of the current website as well as train Staff on the new management software. The duplicate website went live on Friday, August 12, 2011 and Staff will continue to design a new "permanent" website which will go live by the end of the fiscal year and will include the "Buy Local Program".

With any new program, software, or product there are bound to be glitches, and Staff appreciates everyone's patience during this transitional period. The duplicate website is easier to navigate through, includes the check register expenditures (transparency feature), plus the ability to post emergency messages on the home page of the website from any location for immediate release in case of a disaster.

## **Ongoing/Upcoming Events:**

- **Concert at the Amphitheater** – "Caribbean Crew" Saturday, August 13<sup>th</sup>
- **Regular City Commission Meeting** – Monday, August 15<sup>th</sup>, 6:30 p.m., Commission Chambers
- **Planning & Zoning Board Meeting** – Wednesday, August 17<sup>th</sup>, 7:00 p.m., Commission Chambers
- **City Commission Workshop Meeting** – Thursday, August 25<sup>th</sup>, 4:30 p.m., 2<sup>nd</sup> Floor Conference Room; re: Saxon Ridge road improvements/repairs, City Hall security improvements
- **Farmer's Market** – Every Saturday, 1649 Providence Blvd., 9:00 a.m. – 2:00 p.m.



# CITY OF DELTONA

## CITY MANAGER'S OFFICE

To: Deltona City Commission  
From: Faith G. Miller, City Manager  
Subject: Weekly Courtesy Report  
Date: August 12, 2011

### CITY MANAGER'S OFFICE thru 8/11/2011

#### Communication:

- Created a marketing campaign promoting swimming pool safety and the YMCA's Water Safety Day (posters, Facebook, and Web site).
- Publicized Public Information meeting on Fort Smith project.
- Sent out E-blast for upcoming Concert in the Amphitheater.
- Edited and posted photos from National Night Out on City's Facebook page.
- Coordinated video shoots and testimonials with videographer for CGI Communications.
- Working with Office of Economic Development on marketing materials for the International Conference of Shopping Centers.
- Attended two City Commission Workshops.
- Produced PSA for 2011 Ability Fair.
- Videotaped Orlando City Soccer practice for CGI video project.
- Updated Weekly Schedule for DeltonaTV, for the week of August 14<sup>th</sup>.
- Downloaded new programming for UCF, and White House Chronicle.
- Updated Deltona Jobs Program listings for 23 municipalities for DeltonaTV.
- Updated NSP Showcase of Homes for DeltonaTV.

#### Media Relations:

- Provided information to Mark Harper/News Journal regarding: hurricane preparations for Tropical Storm Emily; invoices for Acting City Attorney; the City paying for Commissioner Zischkau's legal fees compared to Mayor Mulder's.
- Provided information to Al Everson/DeLand Beacon regarding ownership & liens against the property at 1357 N Normandy.

#### Business Development:

- Worked with Wendi Jackson and Sherri Campbell to develop updated marketing materials to use for the International Conference Shopping Centers and others.
- Worked on Deltona Economic Development Advisory Board (DEDAB) materials and attended DEDAB meeting in the P.M.
- Met with Deputy City Manager and Finance Director to discuss various financing options for City and developer projects.
- Attended the West Volusia Regional Chamber of Commerce meeting at the Gateway to the Arts in Debary; passed out invitations to Deltona's upcoming ribbon cuttings and solicited membership attendance.

- Attended a meeting in Daytona Beach with the Volusia County Economic Development (DOED), working on gathering information and getting assistance on updating solicitation materials for the upcoming ICSC Conference and beyond.
- Met with Bob Turk; attended the West Volusia Economic Development Council meeting in Orange City.
- Met with local land owner regarding potential for development on Howland Boulevard near Pine Ridge High School.
- Discussion with Volusia County School District regarding high school student populations, policy on students being allowed to leave school grounds for lunch, and how a student population affects the potential of service facilities (restaurants, for example) in areas near Deltona High School and Pine Ridge High School.
- Assisted in the preparations for the Team Volusia Economic Development Council Director's Meeting held in the Commission Chambers.
- Attended a meeting between the developer/owner of Deltona Village and the City of Deltona toward the approval of a final plat.
- Continued solicitations of major retailers and developers.

### **BUILDING & ZONING SERVICES** thru 8/5/11

Building Permits issued for the week .....	42
Valuation of work permitted for the week.....	\$199,476.25
Inspections completed for the week .....	144
Total Permits issued for Fiscal Year 10/11 .....	2700
Valuation of work permitted for the year 10/11 .....	\$29,505,340.61

### **Permits Issued:**

A/C change out .....	10
Addition.....	2
Commercial Build out .....	1
Door Replacement.....	2
Electrical.....	2
Exterior Renovation .....	1
Fence .....	3
Fire Sprinklers .....	1
Garage Door Replacement .....	1
Glass Room .....	1
Mechanical .....	1
Other.....	1
Pool In Ground .....	1
Reroof .....	5
Right of way .....	1
Shed I.....	2
Solar panel .....	2
Water Heater Replacement.....	2
Window replacement .....	3
<b>Total</b>	<b>42</b>



- Preparing list of items to go to the Commission to be removed from fixed asset module.
- Nuisance Abatement bids due August 18, 2011.
- Processed July credit cards.

## **FIRE DEPARTMENT** thru 8/11/2011

### **Fire Chief:**

- Met with Volusia County Fire Chiefs group and EMS Director Mark Wolcott, EMS Medical Director Peter Springer and Deputy Director Jim Ryan with Volusia County Public Protection. Discussion included:
  1. The direction of EMS in Volusia County.
  2. Contingency Transport Guidelines adoption into VC Protocol.
  3. Training on Contingency and Full EMS Transport and the possibilities of true closest-unit response for medical calls including FD-based ambulances.
  4. Adoption of full Priority Medical Dispatch with the consolidation of communications and EVAC under Volusia County.

Deltona supported the full inclusion of closest-unit response for medical calls including true closest ambulance deployment and ambulance-only or fire-only responses once all assets are under a singular communications system and ambulances are deployed in a timely fashion and dedicated to an alarm. Past practice under the current EVAC system would not guarantee a timely response or that a unit assigned would not be diverted to another alarm.

- Assumed full responsibilities of the EMS position.
- Discussed with VCSO Communications contingency plans in the event Deltona's Communications staff falls below acceptable / staff-able levels prior to October 1<sup>st</sup>.

### **EMS:**

- Employee physicals started on August 8<sup>th</sup> and should be completed by August 12<sup>th</sup>.
- We received the new ASHI CPR Pro books; class paperwork and material has been updated to reflect the recent changes.

### **Training & Safety:**

- Train with FireFighter Shinault for retest of Performance Objectives.
- Attended Training meeting at Tiger Bay (Volusia County) to plan training at the Stuart Marchman complex.
- Retested FireFighter Shinault on his 1<sup>st</sup> quarter Performance Objectives.
- Read witness statements for the Predetermination Disciplinary Hearing.
- Conducted Predetermination Disciplinary Hearing as a panel member.

### **Fire Loss:**

- Continuing Annual Inspections.
- Construction inspections for Family Dollar on Doyle Rd.
- In-house training.
- Lisa finished 2 weeks of training at FSFC – FD Administration and Course Design and Delivery.
- Continued work with the Building Department on transition.

**HUMAN RESOURCES DEPARTMENT** thru 8/10/2011

- Performance Evaluations processed: 5
- Deltona JOBS Program Folders
  - 1<sup>st</sup> Floor lobby – (5) added
  - 2<sup>nd</sup> Floor lobby – (5) added
  - Total # of Deltona JOBS Program folders taken – (1016)
- Applications received:
  - (4) Waste Water Operator
  - (4) Water Operator
  - (12) Utility Systems Tech
- New Employee Orientations conducted: (4) Intermittent Facility Attendants and (1) Utility Customer Service Representative.
- Set up interviews for Water Operator & Wastewater Operator.
- Background check on applicant for the Water Operator position.
- Pre-employment Physical & Drug Screening scheduled: (1) Facility Attendant
- Separation processed including exit interview: F. Gilbert, telecommunicator (resignation).
- Conducted Recognition Reception for Supervisor Academy Training Class.
- Scheduling Wellness Check-ups for third Wellness Check of the year.
- Coordinating Daytona Cubs – Employee Appreciation event.
- Met with several Department Directors regarding personnel issues and coordination of personnel actions.
- FMLA requests: 1.
- Coordinated/conducted recognition reception for Leadership Academy Supervisor Development Program Part I graduates.
- Reviewing ICMA materials regarding a voluntary deferred comp/457 plan loan benefit for employees.

**Risk Management Division:**

- Conducted Safety Committee meeting.
- Met with two residents regarding complaints about trees and drinking water – both were resolved.
- Scheduling Firefighter physicals.
- Processed Agreement for post-exposure treatment of blood-borne pathogens with Florida Hospital.
- Coordinating with PGCS regarding recent law suit filing.

**PARKS AND RECREATION DEPARTMENT** thru 8/6/11

**Administration:**

- Farmers Market: 7 vendors, 135 cars.
- Attended Volusia County ECHO Grant Workshop
- Met with Adult Soccer League president to discuss league programs.
- Met with a citizen to discuss a complaint concerning Manny Rodriguez Park.

**Facility Use Permits:**

- |                                    |                  |   |
|------------------------------------|------------------|---|
| • Deltona Community Center         | 5 permits issued | Weekly attendance – 898                   |
| • Harris M. Saxon Community Center | 1 permit issued  | Weekly attendance – 265                   |
| • Wes Crile Park                   | 5 permits issued | Weekly attendance – 1,710                 |
| • Skate Park                       | 11 new passes    | Weekly attendance – 541 (closed for rain) |

**Special Events/Programs:**

- Amphitheater:
  - Concert at the Amphitheater Saturday, August 13<sup>th</sup>.
- Dewey Boster Sports Complex:
  - The Orlando City Soccer Club continues training.
- Dupont Lakes:
  - Kids All American Fishing Derby has been postponed due to low water levels.
- Harris M. Saxon Community Center:
  - Zumba dance classes Mondays at 7:00p.m.
  - Boys and Girls Club Summer Camp program ends on August 12<sup>th</sup>.
- Wes Crile Park:
  - DTA Summer Camp program continues.

**City Leagues Currently Underway:**

- Summer league continues.

**Partner Leagues Currently Underway:**

- West Volusia Youth Baseball fall season will start in September.
- Deltona Little League fall season will start in September.
- Deltona Panthers Football and Cheerleading continue.
- FBVA summer program continues.
- Deltona Youth Soccer fall season continues.
- Stetson Futbol fall season will begin in late August.

**Parks Maintenance:**

- Mowed, edged and weed-eated the following: Deltona Community Center, Dewey Boster, Dwight Hawkins, Farmers Market lot, Firefighters Memorial, Harris Saxon, Keysville Dog Park, Lake Gleason, Manny Rodriguez, Parks Depot and Timber Ridge.
- Mowed: Dupont Lakes and Lake Gleason.
- Dewey Boster – Patched stucco on front of stage; pressure washed stage area.
- Firefighters Memorial Park – Repaired sewer line.
- Harris Saxon Park – Re-attached divider wall in conference room.
- Wes Crile Park – Repaired irrigation on island;

**Parks Maintenance – Miscellaneous:**

*Weekly tasks include opening all the parks in the a.m., cleaning restrooms at parks, picking up and emptying trash at all parks and facilities; picking up trash around all pavilions; taking goods to storage; cleaning the depot trailer, barn and yard; cleaning pavilion areas (ceilings, tables, grilles, etc.); cleaning playgrounds and sidewalks, taking vehicles to Fleet for maintenance, replacing paper towel and toilet paper dispensers.*

- Picked up supplies at Ace Hardware.

**City Hall, Fire Station, Sheriff's Department and 1691 Providence (Sheriff) Building Maintenance:**

*Weekly tasks include cleaning the Fire Station; inspecting Sheriff's building; vacuuming; emptying trash from DSC classrooms; emptying trash for different departments; spraying and pulling weeds from various areas, trimming bushes and trees, watering sod and new shrubbery; walking the grounds and picking up trash; sweeping sidewalk; setting up Commission Chambers for various meetings and resetting afterwards; checking temperature throughout the building; replenishing restroom supplies throughout the entire building; cleaning restrooms; unclogging various toilets in restrooms on both floors; replacing light bulbs throughout the building, courtyard and walkway; cleaning front of building; replacing restroom fresheners and batteries; vacuuming Commission Chambers and hanging pictures (as requested) throughout City Hall.*

- Checked unit in IT area and called Irvine Mechanical.
- Escorted Signal 21, Irvine Mechanical and Electrical Solution.
- Reset door magnets on DSC fire door.
- Set up the courtyard for National Night Out.
- Cleaned up after National Night Out and returned items to various locations.

**Sports Turf Maintenance:**

- Normal routine maintenance at:
  - Dewey Boster Sports Complex.
  - Baseball and Pony League Fields.
  - Vann Park.
  - Dupont Lakes.
  - Wes Crile Park.
  - Irrigation repair to pump at Dupont Lakes.
- Sports Complex:
  - Repainted soccer fields and placed nets for Orlando City Soccer.
  - Repaired washout damage in retention pond.
  - Repaired valve boxes at Pony League.

**PLANNING & DEVELOPMENT SERVICES** thru 8/10/2011

**Executive Summary:**

The Planning and Development Services Department is working on several fronts, primarily to bring closure to the Reapportionment Plan effort for the City. The City is required to adopt a Reapportionment Plan every ten (10) years and has taken the first steps in that effort. The City Commission heard a presentation by the Planning & Development Department at the August 8<sup>th</sup> Commission Workshop, which showed a scientific approach to the process, using geographic information systems to simplify matters. Approval of the Reapportionment Plan before the September 17<sup>th</sup> deadline will keep the City compliant with State law for the next ten (10) years.



**Planning:**

The Planning Section is preparing for the Small Scale Future Land Use Map Amendments coming before the City Commission at the August 15<sup>th</sup> Commission hearing. We are also preparing for the Floodplain Ordinance and Land Development Code reorganization to follow soon thereafter.

Staff met with the developer of the Shops of DuPont Lakes this past week and he is bringing forward engineering plans for that development. Finally, progress is seen in the following: the Family Dollar at Catalina is open for business, the road adjacent to Deltona High School has been completed, the movie theater continues to be constructed at Deltona Village, and the Lohman's Funeral Home site has commenced.

**Housing & Community Development:**

The Community Development Section is busy with the following programs:

1. CDBG – The Department is grateful for the City Commission's approval of the Annual Action Plan for the fourth year of the Five Year Consolidated Plan. The Department will continue to monitor subrecipients and administer the program for compliance with HUD regulations.
2. NSP 1 – The 16<sup>th</sup> house is scheduled to close this week at 943 Elkcam Boulevard and another 13 homes are in the queue for sale for a total of 29 homes. Of the 53 total properties, this puts us at 55% program completion. The remaining 21 homes (less Habitat's three homes) are being readdressed to create better curb appeal.
3. NSP 3 – Staff is revising the Management Plan to bring back to the Commission to provide for changes, due to market constraints. HUD required that the City concentrate the NSP 3 area into a small portion of the City. However, there are very few homes available to purchase in that area and HUD will allow the City to expand its target area. The other proposed changes include reassertion of the financing structure within the Management Plan and reallocation of monies to allow for redevelopment (demolition and new home construction). Staff learned from NSP 1 that repair of smaller houses does not create a very marketable home and that a product mix is better.
4. SHIP – Grant awards continue, but the City has a longer period in which to administer the program. We also received an additional \$90,000±, which will take time to process. Staff is in the process of preparing the Annual Report, which is due to the State by August 15<sup>th</sup>.

**PUBLIC WORKS** thru 8/5/2011

**Traffic Operations:**

*Weekly tasks include monitoring crews and downloading and evaluating traffic survey information.*

- **Signs:**
  - Completed 6 sign repair work tickets throughout the City.
  - Fabricated 14 new street name signs.
  - Installed 14 new street name signs.
  - Fabricated (2) 12"x 18" Muster Point signs.
  - Fabricated (1) 48"X 24" sign for Lee Lopez.

- Fabricated and installed (1) Left Turn warning sign with 15 mph at Valmora & Shiprock.
- Fabricated and installed (1) Dead End sign at 1370 Lodge Ter.
- **Asphalt:**
  - Completed 7 asphalt repair work tickets and used 2 tons of asphalt.
  - Normandy Blvd between Ft Smith & Saxon – repaired pot holes with 1 bag of cold patch.
  - Shallowford & Glenhaven – repaired 12'x 28' section of road for Deltona Water – 5 tons.
  - 130 Jasmine Woods – repaired 7.5'x 7.5' section of road for Deltona Water – 1 ½ tons.
- **Message Boards:**
  - Removed message boards at Providence & City Hall and Saxon Blvd & N Normandy Blvd for National Night Out.
  - Installed and removed message boards at Howland & Graves for National Night Out.
  - Installed both message boards at Glenridge & Covington for new 4-way Stop Sign Warning.

**Field Operations:**

*Weekly tasks include evaluating work orders called in by residents.*

- **Beautification:**
  - Medians – Howland Blvd; Elkcarn Blvd; Providence Blvd; Normandy Blvd.
  - City Homes – 591 N Firwood.
  - City Signs – Howland Blvd; Saxon Blvd.
  - Misc – Public Works Depot – mow; weedeat; edge and pick up litter.
- **Concrete:**
  - Sidewalks Repairs: Elkcarn Blvd from Kimberly to Florida – 175'x 5'; Henderson & Corinthian – 13'x 4' & 4'x 4'; 2330 Newmark – 2'x 5' & 5'x 5'.
  - Driveway Repairs: 3360 Montcalm – 10'x 17'x 16' wings.
  - New Sidewalk Installation: Hayward – 1980'.
- **Clam Truck:**
  - Debris – 10.
  - Trimming – 3.
- **Drop Offs:** Evergreen & California – repaired washout with fill dirt.
- **Slope Mowing:** Asbury & Port - 260'; 1650 Traverse – 80'; 1842 Dublin – 180'; Wallingford & Worthington – 180'; Prescott – 1010'; 1297 Navaree – 100'; 1695 Shannon – 160'; Dover & Vance – 200'; 2300 Vance – 120'; 1751 Concert – 80'; 1930 Amherst – 80'; 2270 Carson – 80'; Henry & Concert – 360'; Alton & Concert – 240'.

**Fleet Maintenance Division:**

- Vehicles PM – 4; Repairs – 5.
- Equipment PM – 4; Repairs – 21.
- Road Calls 5.
- Parts Run/Vehicle Delivery 2.

**Stormwater Division:**

*Weekly tasks include check and monitor all electric pump stations; respond to all safety concerns; talk to residents about their concerns; check and record lake levels; manage current CDBG projects; implement NPDES Inspection program.*

- **Construction Crew:**
  - 1461 Olde Kensington – took out piece of sidewalk; poured it back and filled in hole.
  - Blaine Cir; Hathaway/Courtland; 1341 Hayward – reshaped swale and graded area for sod

- Glenhaven/Shallowford – mudded in structure; built a box; poured back sidewalk; asphalted back to road; graded area; placed sod.
- **Drainage Area Maintenance (Aebi Mowing):**
  - 3.9 acres mowed.
  - Easements mowed – Zinnia; 1640 Bloomfield; 1041 Eastbrook; 755 Redcoach.
  - Ditches mowed – 1199 Clarion; 3135 Telford.
  - Ponds mowed – 1780 Whipple; 2035 Borinquen; 3289 Tallwood; 608 Tradewinds; 1641 Houston; 2307 Greenwood; 926 Whitewood.
- **System Cleaning (Vac Truck):**
  - 160' of stormwater system cleaned.
  - 4.5 yards of debris removed.
  - Storm structures and pipes cleaned: 2113 Oldmill; Beckwith; 2621 Bentley.
- **Right of Way Mowing Crew:**
  - 20.5 miles of right of way mowed.
  - Main roads mowed – Ft Smith; Normandy; Part of Elkcam.
  - Sectors mowed – 12; 13; 14; 15.
  - Alley mowed – 484; 1021; 1024.
- **Right of Way Litter Crew:**
  - 357 gallons of litter removed.
  - Main roads – Normandy; Elkcam; Part of Courtland.
- **Misc:**
  - 1327 Hartley Cir W; 699 Piedmont Dr; 1639 Tivoli – mowed inside and outside the pump station.
  - 201 Howland Blvd – checked 4' and 6' pumps and made sure they started.
  - Matheson – filled in hole around box.
  - 2711 Canal Rd E - mowed high grass in row.
  - Shallowford St – seed the bottom of the pond.

## UTILITIES thru 8/7/2011

### Customer Service

August 2011	1	2	3	4	5	6	7	Total
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
DW – Lockbox	853	708	459	495	481	X	X	2996
Ebox	293	413	267	185	268	X	X	1426
Call Center Calls	643	523	512	332	418	X	X	2428
Walk-ins/Drop Box	465	353	360	314	277	X	X	1769
On-line Payments	220	180	195	172	172	123	85	1147

### Customers Disconnected for Non-Pay

August 2011	2	3	Total
	Tues	Wed	
Cycle	7	8	
Total on Disconnect List	122	116	238
Off in error/DW error			
Off in error/Munis error			
Misapplied Payment			

### Construction Log & Service Orders

August 2011	1	2	3	4	5	6	7	Total
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
Water Service								
Meter Sets								
Reclaim Meters								
Fire Hydrant Installs								
Fire Hydrant Replacement								
Fire Hydrant Repair								
Replace Meter Box	2	2	2		2			8
Locates Received	14	14	10	8	8			54
Locates Completed	6	13	9	16	17			61
Main Leaks								
Service Leaks		2		1	1			4
Sewer Repairs	1							1
Sewer Blockage	1		4			1		6
KV2 Valves		3			2			5
Service Replacements		1			1			2
Meter Change Outs	8	10	5	5	10			38
Service Orders	135	139	130	93	101			598
Disconnects		122	116					238
Drainfield Leaks								
Meter Retirements	30	1	5	6	1			43